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From: Nassif, Julianne (DPH)
Sent: Thursday, March 05, 2009 3:27 PM
To: Clemmer, Jill (DPH); Hanchett, Andrew (DPH); Jacobsen, Patricia (DPH); Jenner, Jennifer (DPH); O'Brien, Elisabeth (DPH); Rubin, Alan (DPH); Salemi, Charles (DPH); Servizio, Paul (DPH)

Dear Supervisors:

Please note the following timesheet changes effective March 1, 2009. Please forward to & discuss with your staff

The Department of Public Health received an audit finding regarding our time keeping system that has resulted in a department-wide change in procedure. The new time sheets will go into effect on March 1st. In summary, the new time system will have the following features:

- Each person in our Bureau will be listed with their appropriation account number.
- New language will appear at the top of the time sheet indicating that employee signatures on the timesheet certify that the employee has performed work associated with the account listed.
- As a reminder, staff should sign in and out each day upon arrival and departure from the building. Please sign in and out for lunch.
- Over the next few months, the budget office will be performing random checks to make sure that each Bureau is completing their time sheets correctly, with the appropriate signatures.

Additionally, all COM and OT time must be approved in advance by the employee's Supervisor and the Division Director. Please see the attached form that must be used for this new process.

Our timekeepers have been trained in the new system so they should be able to help you with the changes. Thank you all for your assistance with implementing these changes.

Thanks, Julie

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